



Australian Government

**Assessment Requirements for
CPPCLO2014 Clean and arrange furniture
and fittings**

Release: 1

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Modification History

Release	Comment
Release 1	This version first released with CPP Property Services Training Package Version 5.0.

Performance Evidence

A person must demonstrate the ability to:

- select and use furniture and fitting cleaning equipment and cleaning agents to clean, using a different technique in each instance:
- two different types furniture items, including at least:
 - one furniture item with dry soiling; and
 - one furniture item with wet soiling.
- two different types of fittings, including at least:
 - one fitting with dry soiling; and
 - one fitting with wet soiling.
- arrange furniture and fitting twice using a different technique in each instance.

Performance must include:

- selecting, using, and maintaining personal protective equipment (PPE);
- manual handling techniques;
- communicating effectively with supervisor or clients;
- understanding, clarifying, and following supervisor or client instructions;
- safely using cleaning equipment and preparing and using cleaning agents;
- disposing of collected soil and waste; and
- using efficient cleaning methods
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Knowledge Evidence

A person demonstrating competency in this unit must identify:

- industry standard types of furniture including; beds, bedside cupboards, shelves, benches, chairs, tables, desks, work stations and filing cabinets,

- industry standard types of fittings including; door handles, light fittings and switches, railings, skirting, window sills, window coverings, picture frames, clocks, ornaments, telephone handsets, computers, kettles and microwaves
- the main surface types including; wood, laminate, metal, glass, plastic, tile, vinyl, leather or fabric
- the main types of wet and dry soiling and effects on furniture and fitting surfaces including; mud and dirt, dust, cobwebs, grease, wax, ink, nail polish, food, beverages, blood, and human and animal waste
- standard furniture and fitting cleaning techniques and industry standard equipment
 - including;
 - wiping, washing, scrubbing, pre-spraying, vacuuming and polishing
 - cloths, sponges, scourers, microfibre products, lint-free dusters and polishing cloths, alcohol wipes, brooms, long-handle cleaner, extended squeegee, dry and wet mops, buckets, ladders, footstools, industrial dry and wet vacuums
 - cleaning agents; acid cleaners, alkaline cleaners, low environmental impact chemicals, neutral cleaners, solvent cleaners and stain removal agents
- workplace requirements for undertaking all aspects of cleaning furniture and arranging fittings including:
 - key workplace health and safety, hygiene and environmental regulations
 - use of safety data sheet (SDS) and selection, care and use of PPE
 - safe handling and usage of cleaning equipment and cleaning agents
 - manual handling techniques for moving furniture and fittings
- methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports.
- workplace procedures for;
 - health and safety, hygiene and environmental care
 - communicating and clarifying work requirements with supervisor, team members or client
 - notifying supervisor, team members or client of work completion; verbal communication in person or by phone, written communication including hard copy cleaning schedules, text or electronic form
 - use and care of equipment; including checking electrical safety tags to ensure safe use of equipment
 - tidying work areas, disposing of soil and waste, cleaning equipment and PPE, and storing equipment and chemicals
 - reporting incidents; accidents and injury, damage to or breakages in the cleaning area or cleaning equipment, theft and threats to personal security

Assessment Conditions

As a minimum, assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which reflect:

- the use of industry-standard equipment such as, ladders, footstools, brooms, long-handle cleaner, long-handle duster, extended squeegee, industrial dry and wet vacuums, dry and wet mops, cleaning agents, dry and wet cloth and sponges.
- industry-standards relating to workplace safety practices when moving and arranging furniture and fittings.
- performing tasks/activities to the level of proficiency and within timelines that would be expected in a workplace; and
- following standard and authorised work practices, safety requirements and environmental constraints.

Assessors are responsible for ensuring that candidates have access to:

- appropriate documents, materials, tools equipment and personal protective equipment currently used in industry;
- legislation and regulations; and
- workplace policies and procedures.

Links

An Implementation Guide to this Training Package is available at the VETNet website at - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>